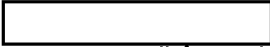


8 DEC 1981

MEMORANDUM FOR: Executive Officer, DDA


FROM:


Deputy Director of Security
Policy and Management

SUBJECT: Travel Reduction Plan

REFERENCE: Memorandum from EO/DDA, dated 25 November
1981, same subject (DD/A 81-2426/1)

In response to reference, the following suggestions are provided regarding travel reduction options for incorporation into an overall Agency reduction plan:

1. Increase both domestic and foreign PCS tours from two to three years.
2. Eliminate the use of "Clipper Class" for foreign TDY trips.
3. Extend the length of TDY trips to include more stations and bases.
4. Encourage carpooling for meetings away from Headquarters, including out-of-town conferences 
5. Discourage use of POV's between buildings served by shuttles.

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